**Trowse with newton Parish Council**

**Expenses Policy**

It is the policy of Trowse with Newton Parish Council to reimburse its employees and Councillors travel and subsistence costs while on Parish Council business, provided the expenditure has been authorised, receipted and certified in accordance with this Protocol.

Receipts: A supporting receipt for any expense claimed must be attached to the claim form in all cases where these are normally obtainable. Un-receipted expenditure will not be reimbursed except for mileage claims and at the discretion of Council.

Current expense reimbursement rate is laid out at the end of the Policy.

It is important that the Clerk and Councillors keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested, to the Inland Revenue.

In respect of car travel, it is recommended that the Clerk and Councillors should keep a log showing where business journeys commenced and ceased and the number of miles travelled (deducting any personal element of the journey).

Travel: All rail travel shall be by the cheapest standard class fare available. It is strongly recommended to book rail fares in advance whenever possible and make full use of any discounted rates. For attendance at meetings where dates are set well in advance, the use of advance tickets is expected.

Taxis shall only be used if essential (e.g., urgency, awkward hours, heavy baggage, health reasons, etc.)

Travel by car will be reimbursed at the mileage rates laid out at the end of the Policy, as will reasonable parking costs.

Subsistence will only be paid for business which involves leaving home before 7am or returning home after 7pm, or involving a total home to home duration of 8 hours or more.

Authorised expenditure on meals and light refreshments, including reasonable drinks with meals, will be reimbursed up to the limits as per the Appendix attached. Any claim exceeding the maximum allowable costs will be reduced accordingly.

Hotels: The cost of hotel accommodation will be reimbursed when it can be clearly demonstrated that it is impossible or impracticable to attend the approved duty without staying over the previous night: i.e. where a members’ journey would have to start from home before 6.00am.

Any hotel accommodation requirements must be agreed with the Council in advance and should not exceed £75 per night (£90 per night for London). E.g., Premier Inn or Travelodge

Miscellaneous: There may well be other incidental expenses incurred by the Clerk or Councillors that are not covered by this policy. All cases of doubt should be referred promptly to the Chair, prior to incurring the expense.

Non-Reimbursable Expenses The following categories of expense will not be reimbursed:

Those claims not supported by fully documented receipts (NB credit card slips do not count as documented receipts), unless exceptional approval has been given by the Council

• Personal entertainment of any sort Mini bar/bar bills

• Entertaining other Councillors or individuals claims for unidentified small items of expenditure

• Any claims in excess of the maximum limits set by this Policy Submission and Payment of Expense Claims

All claims must reach the Clerk within one month of being incurred. The Clerk or Chair will scrutinise all claims submitted for approval at the next Parish Council meeting.

Current Rates (From: 1 August 2019) Motor Mileage Rates 45 pence per mile

Short Day Rate (up to 8 hrs) £0.00 food provided £5.00 food not provided
Full Day Rate (more than 8 hrs) £5.00 food provided £10.00 food not provided

Policy Review: The Parish Council will review this Policy as is necessary and appropriate.

Policy Adopted: Chairman:

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| **Review Date** | **Signature/Position** |
| **November 22** |  |
| **November 23** |  |
| **November 24** |  |
| **November 25** |  |